
Purpose	Describe how and when a local agency accepts a participant transferring from another WIC agency.
Verification of Certification (VOC) Definition	Verification of Certification is documentation that a WIC participant is currently within a valid certification period. The verification of certification is used by WIC participants to transfer from one state or local agency to another without having to be certified again. The form the VOC information is provided in may vary from state to state. It may be a card, check folder insert or a part of the check/ID folder.
Accepting VOC Information	If there is no waiting list, local agencies must accept VOC cards from participants. This could include migrant farm workers, pregnant women presumed eligible, homeless, military personnel, and Native American participants, who have been participating in the program within the state through another local agency, in another state, or in the Overseas WIC Program. The verification of certification is valid until the certification period written on the card expires. The VOC shall be accepted as proof of financial and nutritional risk eligibility for program benefits. The person is transferred even if the last agency's eligibility criteria are somewhat different than Nebraska's. The format of VOC information may vary from state to state.
VOC Information Required To Be A Valid Transfer	<p>The VOC card must contain at a minimum:</p> <ul style="list-style-type: none">◆ the individual's name◆ beginning and ending date of certification in order to be valid. <p>If any of this information is missing or if the person doesn't have a current VOC card every <u>effort</u> shall be made to contact the last local agency to get needed details. (Local agency directors have addresses and phone numbers of other states' programs).</p> <p>Any information taken via a telephone conversation is to be documented in the participant notes area of the computer screen. Label the note Transfer Information. The following information should be recorded:</p> <ul style="list-style-type: none">◆ current date,◆ field numbers of information received over the phone,◆ name of staff member◆ agency the information was received from◆ initials of staff member who received the information.

Transfers Requiring Special Formula

Infants who require a special formula will need to follow the Special Authorized Formula and contract formula procedures found in Volume III, Section B of the Procedure Manual.

Transfers Who Are Presumptive Eligible

Pregnant women certified for up to 60 days as presumptive eligible who transfer from another local agency within Nebraska must have an assessment to determine medical and nutritional risk completed within the initial 60 days. If an assessment is not completed within the 60 days, the participant is ineligible and should be removed from the program according to procedures found in Section E of this manual.

Pregnant women certified as presumptive eligible who transfer to a Nebraska agency from another state may receive a second 60 day certification to obtain nutrition risk assessment. This is allowed only for out of state transfers due to possible delays in locating and contacting local WIC agencies in the new state. If at the end of the second 60 day period an assessment of medical or nutritional risk has not been completed the participant should be removed from the program immediately following procedures in Section E of this manual.

Enrolling Transferring Clients

To enroll the transferring participant:

Complete the fields in the computer system with as much information as possible.

If the participant will be staying in the area, attach the VOC card, or in Nebraska's case, the Transfer Card to the local agency's copy of the Certification Signature Form. Issue a new ID folder.

In cases where a participant plans to move in the near future or it will be a hardship to return to the agency to get another transfer card prior to relocating, such as migrants, staff should make a copy of the VOC card and return the card to the participant. In these cases monthly check issuance is recommended.

Enter the "date of certification" listed on the VOC card in the Date of Certification field in the computer system rather than the date the participant entered your program.

Verify participant and/or responsible party's identity, see Volume I, Section B, pages 4a-b.

Complete the identification area of the WIC Signature Form and the WIC Check Folder, see Volume I, Section D.

Verify residency and document on the WIC Signature Form, see Volume I, Section D, pages 2a-c.

Any participant transferring must surrender unused checks. The receiving agency must mark the unused checks "VOID" and mail back to the original state or Nebraska agency.

**Enrolling
Transferring Clients
(cont.)**

Determine whether the participant has already received and used checks for the current month, so double issuance will be avoided.

When it is determined that checks have not been used, replace VOIDED checks with checks for the current agency and vendor so the participant will receive appropriate benefits.
